

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>HMR-003</b>
	Subject <b>Medical Expenses – Department Responsibility</b>	
	Special Instructions Replaces HMR-003 dated February 11, 2008	Effective Date <b>March 1, 2015</b>

## I. PURPOSE

Establish guidelines for Department medical expense responsibility.

## II. POLICY

Department medical expense responsibility shall be limited to those expenses outlined in this procedure.

## III. PROCEDURE

A. Department medical expenses shall be limited to:

1. Employment physical examinations;
2. Examination ordered by the Superintendent to determine fitness for duty;
3. Line of duty injuries to be paid by the Benefit Fund;
4. Physicals required prior to attendance to training schools, e.g., FBI National Academy, etc.; and
5. Other examinations and/or medical treatments as ordered or authorized by the Superintendent or the Pension Advisory Board.

B. Reimbursement claims for medical and hospital expenses for alleged service-connected injuries or illnesses shall be reported as defined in [HMR-019](#) and [HMR-021](#).

C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.